Commercial Permit Manual

Table of Contents

Action required prior to the submission of an application for a building permit.

INFORMATION REQUIRED AT TIME OF SUBMITTAL

***TDLR REQUIREMENT:** TDLR PROJECT NUMBER (TEXAS DEPARTMENT OF LICENSING AND REGULATION REQUIRES ALL NON RESIDENITAL PROJECTS THAT EXCEED $50,000.00 in cost to register with them. Then a project number will be assigned to the project and must be provided to the City on this application prior to acceptance of plans.) TDRL assistance: 1(**800) 735.2989**

INFORMATION REQUIRED AT TIME OF SUBMITTAL

****TDH REQUIREMENT:** TEXAS DEPARTMENT OF HEALTH SENATE BILL 509 effective September 1, 2001, requires municipalities to verify an asbestos survey has been conducted prior to issuing renovation or demolition permits for public and commercial buildings.

Architectural Design Approval is required prior to the submittal of a Building Permit Application. See Fee Schedules for applicable fees relating to Design Review.

PLANNING / PERMITS & INSPECTIONS DIVISION

1522 Texas Parkway
Missouri City, TX 77489

The Inspection Division request line allows you to call in inspections at anytime. **All inspection requests received by 7:00 am will be made the same day.** This will allow more time for inspections to be made throughout the day.

Commercial Inspection Request Line (ONLY) 281-403-8551

Any questions you have regarding inspections or results should be directed to your assigned inspector. Listed below are the work hours and phone numbers so you may contact our inspectors. If you have questions please leave a detailed voice message and he/she will return your call.

Office Hours: Monday – Friday 8:00 am -3:30 pm

Robert Adolphus - Deputy Building Official	281-403-8600	7:00-4:00pm
Ignacio Moreno - Commercial Plan Examiner	281-403-8600	7:00-4:00 PM
Gus Garcia - Inspector III	281-403-8600	8:00-5:00 PM
Jaime Rodríguez - Inspector III	281-403-8600	7:00-4:00 PM
Kirk Allen - Inspector III	281-403-8600	7:00-4:00 pm
Bob Bratz - Inspector II	281-403-8600	7:00-4:00 pm
Paul Mckeever- Code Enforcement Officer	281-403-8600	7:30-4:30 pm
Emile Humbert - Code Enforcement Officer	281-403-8600	7:30-4:30 pm
Teresa Lee - Health Inspector	281-403-8600	7:30-4:30 pm
Jennifer Thomas - Planner II	281-403-8600	(varies)
Travis Huff - Planner I	281-403-8600	(varies)

Fire Inspection Request Line

To schedule a fire inspection, call the Fire Prevention Division at 281-403-4311, at least 48 hours prior the time and day of the inspection.

Curtis Campbell / Fire Marshall	281-403-4311	(varies)
Jared Defoore / Fire Inspector	281-403-4311	(varies)

If you have any questions regarding administrative matters or issuance of permits, you may contact the Building Official or permits clerks at the following:

Lalo Flores – Chief Building Official	281-403-8600	8:00-5:00 pm
Joyce Norton - Commercial Permit Rep II	281-403-8600	7:00-4:00 pm
Vanetta Roberson - Commercial Permit Rep II	281-403-8600	7:00-4:00 pm
Commercial Fax Number	281-403-8983	
Isabel Zamarripa - Permit Service Rep. I	281-403-8600	7:00-4:00 pm
Marissa Morgan - Permit Service Rep. I	281-403-8600	7:00-4:00 pm
Tracy Landrum – Permit Service Rep. I	281-403-8600	7:00-4:00 pm
Residential Fax Number	281-261-4382	

COMMERCIAL CHECKLIST FOR PLAN SUBMITTAL

Two (**2**) complete (plan sets) **TO SCALE & FULLY DIMENSIONED PLANS;** must be submitted and include the following:

CD in PDF format

Cover Page will include:

Name of project
Address (Given by Centerpoint 713-207-2222)
Names of Architect and Engineers
Applicable Codes

Code Analysis will include:

Type of construction
Occupancy type
Square footage
Actual area/height
Area height modifications
Fire flow
Rated assemblies (i.e., Corridors, Mechanical Room, columns)
Fire protection systems
Travel distance actual and required
Exit width actual and required
Interior finishes
Rest Rooms type (public or private) actual and required
- Water closets (Male/Female)
- Urinals
- Lavatories

1. **SITE PLAN** (shall include building location, building setbacks, location fire hydrants, distance from nearest occupancy if applicable, access points, inside and outside turning radius,)

2. **CIVIL PLANS** (drainage, utilities)

3. **FLOOR AND FURNISHINGS** (egress path plan, fixture layout plan (furniture, shelves, or racks)

4. **STRUCTURAL PLANS**

Fire rated assemblies show type and rating approval from an approved agency.
Penetration sealing method show type and rating from an approved agency

Fire rated window and door show with hardware and rating approval from an approved agency.

5. **MECHANICAL PLANS** (show duct layout; include ductwork size, provide heat/loss calculations, fire damper or smoke damper show type and rating approval from an approved agency, provide details on cooking exhaust hoods (Type I), provide separate sheet for smoke control systems)

6. **PLUMBING PLANS** (show riser diagram, water supply, gas piping, DWV system, include calculations for all)

7. **ELECTRICAL PLANS** (one line diagram, load analysis, lighting plans, and power plan, exit sign location, emergency lighting)

8. **SIGN PLANS**

9. **LANDSCAPING AND IRRIGATION PLANS** (provide full plans, meeting adopted landscape and buffer yard requirements)

10. **PARKING AND DRIVEWAY PLANS** (Engineer's seal is required)

11. **DRAINAGE-UTILITES PLANS** (Engineer's seal is required)

12. **ENERGY CONSERVATION**- IECC Chapter 8 Compliance Information (See Attachment page 36)

13. **SLAB ELEVATION** (number of feet above sea level to top of slab is required for **ALL New** commercial construction. All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damage, professional surveyor shall perform elevation adjustments.)

14. **ENGINEER'S SEAL** (Engineer's seal is required for slabs, truss systems and structures exceeding 5,000 square feet or a 24 foot clear span; site plans and drainage plans must be signed and sealed by an engineer licensed in the State of Texas)

15. **ARCHITECURAL ELEVATIONS** (provide elevations of all buildings and provide a detailed description of all exterior materials and necessary color samples) Standards attached. **Note: Architectural elevations/plans must be submitted and approved prior to submission of building plans. Call 281.261.4272 for information.**

16. **FIRE PROTECTION SYSTEMS** (shall be submitted under separate cover for permitting). (See Fire Protection System requirements) Approval of building plans does not include design of fire protection systems:

Fire protection under ground
Fire protection water storage (Tanks)
Fire pumps
Automatic fire sprinkler systems
Fire alarm system
Fixed fire protection system
Smoke control systems

These plans, once submitted, may be reviewed by the following and **MUST** be approved prior to issuance of permits. A **BLUE FORM** provided by the utility district shall be submitted to this office prior to building permit issuance.

1. Plan Reviewer
2. Fire Marshal
3. Director of Public Works
4. Building Official
5. Director of Planning

The amount of time required for these reviews and approvals depends on:

1. Number of plans already being reviewed
2. Complexity of your specific set of plans
3. Completeness of your plans, i.e. the degree to which submitted plans meet International Building Code and other City standards (zoning) etc.
4. Speed with which required applicant resubmits revisions.

*__New Commercial Business/Change of Business Application__ is required with submittals, the application must be complete with business/tenant information. **There is a payment of $50.00 due for application review at time of submittal.** This review verifies that the business is approved for the zoning district. (See blank Application forms)

LEASE SPACE BUILDOUT/REMODEL CHECKLIST FOR PLAN SUBMITTAL*

Two (2) sets of to-scale fully dimensioned plans must be submitted and shall include the following:

Cover Page will include:

Name of project
Address
Names of Architect and Engineer
Applicable Codes

Code Analysis will include:

Type of construction
Occupancy type
Square footage
Actual area/height
Area height modifications
Fire flow
Rated assemblies (i.e., Corridors, Mechanical Room, columns, tenant separation partitions)
Fire protection systems
Travel distance actual and required
Exit width actual and required

Interior finishes
Rest Rooms type (public or private) actual and required
Water closets (Male/Female)
Urinals
Lavatories

Remodel plan shall submit plans showing the existing and new items below*:

Site Plan

Architectural plans (provide elevations of all building and provide a detailed description of all-exterior materials and necessary color samples, floor plan, Fixture layout plan (furniture, shelves or racks) Standards attached

Structural Plans:

Fire rated assemblies; show type and rating approval from an approved agency. Penetration sealing method; show type and rating from an approved agency

Fire rated window and door; show with hardware and rating approval from an approved agency

Mechanical:

(Show duct layout; include ductwork size, provide heat/loss calculations, fire damper or smoke damper show type and rating approval from an approved agency, provide details on cooking exhaust hoods (Type I), provide separate sheet for smoke control systems)

Plumbing:

(Show riser diagram, water supply, gas piping, DWV system; include calculations for all)

Electrical:

(One line diagram, load analysis, lighting plans, and power plan, exit sign location, emergency lighting, emergency lighting)

Fire Protection Systems:

Shall be submitted under separate cover for permitting; (See Fire Protection System requirements) Approval of building plans does not include design of fire protection systems.

Fire protection under ground
Fire protection water storage (Tanks)
Fire pumps
Automatic fire sprinkler systems
Fire alarm system
Fixed fire protection system
Smoke control systems

Engineer Seal (Engineer's seal is required for slabs, other than conventional slabs; engineered trusses and structures exceeding 5,000 square feet or a 24 foot clear span; site

plans and drainage plans must be signed and sealed by an engineer licensed in the State of Texas)

FIRE PROTECTION SYSTEM REQUIREMENTS

WATER BASED PROTECTION SYSTEMS REQUIREMENT

A minimum of three (3) copies of shop drawings, calculations and manufacture cut sheets for review and permitting.

Fire Protection Underground

Plans shall be prepared as outlined in NFPA 24

1. Site plan: (Utility locations (existing), Fire hydrant locations (exiting), Fire Department Connection: remote located from building with PIV valve and within 50' feet of a fire hydrant, Size type and length of pipe, point of connection to public main, location and type valves, meters, back flow prevention devices, details of vault and type, point entry to into building)

Fire Pump

1. Plans and calculations shall be prepared as outlined in NFPA 20, NFPA 70 and NFPA 110
2. Piping Diagrams
3. Electrical schematics
4. Site Location
5. Type and size
6. Engine or Motor size and type
7. Transfer Switch
8. Generator

Automatic Fire Sprinkler System

1. Plans and calculation shall be prepared as outlined in NFPA 13, 13D or 13R
2. Name of owner/occupant and address
3. Designer's name, address, phone number
4. Installer's name and State License
5. Total fire area of building, fire area of being protected and area protected by each system riser
6. Plans shall be scale and include :(floor plan of each floor, location of walls and partitions, Fire rated assemblies, intended use of each room or area)
7. Clearly indicate type and location of control, test, drain valves and alarm devices
8. Sprinkler heads (number, manufacture, type, K-factor, temperature rating, orifice size pipe, type and nominal size, lengths, type of fittings and joints, hangers, braces and sleeves type and number, approved method of sealing penetrations in fire assemblies
9. Fire Flow (date, time and location test conducted, name of tester and available water)
10. Hydraulic Calculations

Standpipe Systems

1. Plans and calculations shall be prepared as outlined in NFPA 14.
2. Name of owner/occupant and address

3. Designer's name, address, phone number
4. Installer's name and State License
5. Total fire area of building, total fire area of being protected and total area protected by each system riser
6. Plans shall be to-scale and include:
    Floor plan of each floor
    Location of walls and partitions
    Fire rated assemblies
7. Location of hose connections
8. Clearly indicate type and location of control, test, drain valves, and alarm devices
9. Pipe (type and nominal size, lengths, type of fittings and joints, hangers, braces, sleeves type and number)
10. Approved method of sealing penetrations in fire assemblies

FIRE ALARM SYSTEMS

1. A minimum of three copies of shop drawings, calculations and manufacture cut sheets for review and permitting.
2. Plans and calculations shall be prepared as outlined in NFPA 72.
3. Name of owner/occupant and address
4. Designer's name, address, phone number
5. Installer's name and State License
6. Plans shall be scale and include:
    Floor plan of each floor
    Location of walls and partitions
    Fire rated assemblies
    Intended use of each room or area
7. Approved method of sealing penetrations in fire assemblies
8. Point to point wiring
9. End of line devices where applicable
10. Type of wire and connections
11. Number and type of devices (Alarm-initiating and Alarm-notification)
12. Location and type of devices, and FACP and annunciator panels
13. Manufacturer's cut sheets on all equipment, Sequence of operation matrix
14. Single line riser diagram (initiating devices, indicating devices, elevator capture, door holders, special locking devices, HVAC controls)
15. Battery calculations
16. Monitoring company (Name, address, phone number, UL Listing or FM Placard)

FIXED PROTECTION SYSTEMS REQUIREMENT

1. A minimum of three copies of shop drawings, calculations and manufacturer's cut sheets for review and permitting.
2. Plans and calculation shall be prepared as outlined in applicable NFPA code.
3. Name of owner/occupant, address
4. Designer's name, address, phone number
5. Installer's name and State License
6. Diagrams
7. Protected areas
8. Flow calculation

9. Container location (must be easily accessible and below ceiling)
10. Location of manual activation devices and location of manual overrides
11. Application devices (type of nozzles, number, location)
12. Type and location of equipment protected

GRADING PERMIT

A Grading Permit is required prior to beginning site preparation. Construction equipment may be stored at the site, but no construction activity is allowed until the contractor obtains a Grading Permit.

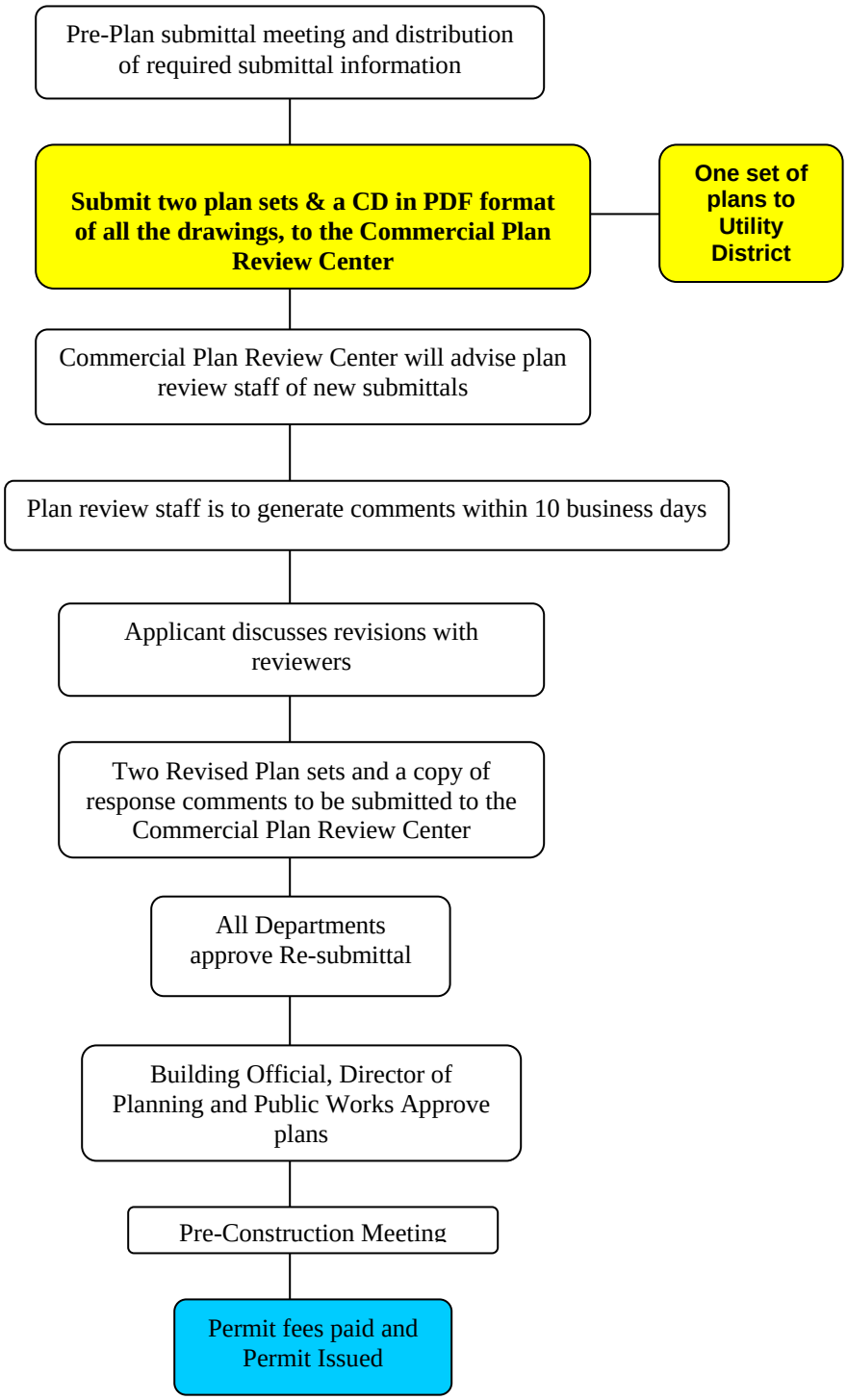
A complete Site Plan including proposed paving, drainage and grading shall be submitted for approval. Other pertinent information including but not limited to landscaping, parking areas, monument sign locations, and driveways shall also be required to be shown on the plans. Detailed information shall be provided which shows existing and proposed site elevations. This information shall consist of contours, point elevations, grades, and slopes in enough detail to demonstrate what work are intended to be performed. For grading plans that will increase drainage runoff, drainage calculations shall be provided and improvements made to allow no negative impact to off-site facilities. All plans and calculations shall be prepared and sealed by a Texas Registered Professional Engineer.

Permit requests should be submitted to the Inspection Division of the Planning Department with the correct fee for plan review. The fee is based on the valuation of work to be performed.

When site plans are approved by Missouri City, a Building Permit will be issued by the City for site work only. It should be understood that the City would not be responsible for any changes that may affect the site preparation after final review of the complete building plans. The contractor and/or property owner is responsible for complying and coordinating with all other applicable local, state and federal regulations.

ALL CONSTRUCTION SITE RUN-OFF MITIGATION REQUIRMENTS MUST BE OBSERVED.

Flow Chart for Plan Reviews



GENERAL DESCRIPTION
OF
APPLICABLE REGULATIONS

CODES ADOPTED

International Building Code	-	2003 Edition*
International Fire Code	-	2003 Edition
International Plumbing Code	-	2000 Edition
International Gas Code	-	2000 Edition
International Mechanical Code	-	2000 Edition
Standard Housing Code	-	1997 Edition
Standard Swimming Pool	-	1999 Edition
National Electrical Code	-	2005 Edition
International Energy Conservation Code		2001 Edition
International Property Maintenance Code	-	2000 Edition

*** State of Texas mandated code**

Zoning:

General

The City of Missouri City is a zoned community and all plans must comply with the applicable sections of the zoning ordinance. A copy of the zoning ordinance is available in the Planning Department located at City Hall or from our website at www.ci.mocity.tx.us, which contains the requirements for landscaping, signs, and off-street parking as well as setbacks, height restrictions and architectural standards.

The City of Missouri City does not enforce deed restrictions. Please check with the proper sources for compliance. **Please check with the applicable homeowners association for information.**

Architectural Standards

Before building plans are prepared call 281.403.8600 to schedule a meeting to discuss these standards and how they may apply to your proposed structure.

Signs

Information about sign regulations is available for each applicant. It is recommended that all new businesses obtain a copy of the City's sign ordinance because of sign height restrictions.

Please contact Paul Mckeever with any further questions at 281.403.8600.

Landscaping

The City requires a minimum amount of landscaping on all commercial projects including parking lot screening and possibly screening from adjacent properties.

Off-Street Parking

Off-street parking is required based on the type of occupancy.
For further Zoning Information, please contact Jennifer Thomas or Travis Huff at 281.403.8600.

Site Development Requirements

DIVISION 7

SITE DEVELOPMENT REQUIREMENTS

7.1 GENERAL:

7.1.1 Site development plans for all site developments within the City of Missouri City and its extraterritorial jurisdiction shall be approved by the Department of Public Works prior to construction.

7.1.2 Site developments, not including single family residential, shall include any project that affects public water, wastewater, storm drainage, or paving facilities.

7.1.3 All site developments shall conform to the requirements of these Standards, the 2003 International Building Code, and applicable rules and regulations of the City of Missouri City.

7.1.4 All wastewater, drainage and paving site development improvements shall be privately owned, operated and maintained up to and including the connection to the public system. All water site development improvements shall be privately owned operated and maintained up to but not including the meter and meter vault.

7.1.5 Site development improvements which serve more than one private party are located within public street rights-of-way or easements, are located within the City of Missouri City limits, and meet the design standards set forth herein may be accepted by the City of Missouri City for operation and maintenance.

7.2 Design Review Requirements for Site Development Plans:

7.2.1 All site development plans for proposed developments shall be submitted to the Department of Public Works for approval prior to construction. Site development plans shall show all proposed water, wastewater, paving, parking, drainage and flood protection facilities.

7.2.2 A traffic impact study shall be required for any development proposal expected to generate traffic volumes that will significantly impact the capacity and/or safety of the street system in accordance with Section 1.4.2 of these Standards.

7.2.3 Two (2) copies of the site development plans shall be submitted to the Department of Public Works for review. The Department of Public Works will respond within twenty (20) days with an approval letter and/or with plans

showing the required changes.

7.2.4 When plan changes are requested, two (2) copies of the revised site development plans shall be resubmitted to the Department of Public Works for final review and issuance of an approval letter.

7.3 Building Slab Elevations:

Minimum building slab elevations within the City limits of the City of Missouri City shall be set at or above the elevation shown on the recorded plat, twelve inches (12") above the 100-year flood plain elevation and maximum ponding elevation, or eighteen inches (18") above natural ground or twelve inches (12") above the top of the curb at the front of the lot, whichever is higher. Building slabs shall conform to the City of Missouri City Ordinance No. 595 or latest edition on flood damage prevention. Minimum building slab elevations within the extraterritorial jurisdiction of the City of Missouri City shall conform to the requirements of Fort Bend County.

7.4 Water Service

Water service lines and meters shall be sized in accordance with requirements set out in Division 3 of these Standards.

7.5 Sanitary Sewer Service:

Sanitary sewer service leads are normally installed during construction of the public sanitary sewer. When a sanitary sewer service lead is to be installed for a site development, refer to requirements set out in Division 4 of these Standards. All lots, tracts, or reserves shall be connected directly to a public sanitary sewer by a single lead, except as specifically approved by the Department of Public Works. The Department of Public Works shall be contacted for all sanitary sewer connections for commercial projects within the City and its extraterritorial jurisdiction.

7.6 Site Drainage Requirements:

All commercial, industrial, office, recreational, and multi-family tracts deeper than one hundred fifty feet (150') measured from the right-of-way line shall have an internal drainage system. The internal drainage system shall collect all site runoff beyond one hundred fifty feet (150'from) the right-of-way line into a storm sewer system that shall connect to the public drainage facilities in the area, except with specific approval. The one hundred fifty foot (150') area adjacent to the right-of-way may sheet flow to the roadway drainage system if the roadway system is designed to accommodate the additional sheet flow from development.

7.6.1 The internal site storm sewer shall be connected to a public storm sewer at a manhole or at an inlet adjoining the site. The site drainage outfall shall be connected to the nearest existing drainage system with adequate capacity to serve the drainage area. Where extension of the existing drainage system is required, all costs for extension shall be the responsibility of the development.

7.6.2 All internal site storm sewers extended into a public right-of-way or easement shall be reinforced concrete pipe at least twenty-four inches (24") in diameter or 15" PVC SDR 26, minimum. Only one connection will be allowed into the

back of a curb inlet. Storm sewers shall be reinforced concrete pipe, ASTM C-76, Class III, with rubber gasket joints, ASTM C-443 or PVC pipe SDR 26 ASTM 1785.

7.6.3 All internal facilities shall be designed by a registered professional engineer and shall be sized to drain the site in accordance with these Standards.

7.6.4 Drainage calculations shall be submitted with all site development plans. Other supporting data may be required by the Department of Public Works.

7.6.5 When the site drains directly into a Fort Bend County drainage facility and/or into a highway right-of-way, the appropriate governmental entity (entities) shall approve the site development connection to public facilities.

7.7 **Driveways:**

7.7.1 Single-family residential driveways shall be a minimum of ten feet (10') wide at the right-of-way line.

7.7.2 Non-residential driveways shall be twenty-five feet (25') to thirty-five feet (35') wide on a major thoroughfare; commercial driveways shall be thirty-five feet (35') wide. Non-residential driveways shall be spaced with a minimum of two hundred feet (200') of separation. On major thoroughfares, driveways shall be placed with a minimum of two hundred feet (200') of separation.

7.7.3 Non-residential driveways on major thoroughfares shall be placed no closer than one hundred feet (100') from the ultimate curb line of an intersecting major thoroughfare or collector street. Non-residential driveways on collector or local streets are to be placed no closer than one hundred feet (100'from the ultimate curb line of an intersecting major thoroughfare. Non-residential driveways on major thoroughfares are to be placed no closer than one hundred feet (100') from the ultimate curb line of an intersecting collector or local street. Non-residential driveways on secondary or local streets that are not adjoining a major thoroughfare shall be placed beyond the curb return for the intersecting street. Distances shall be measured from the edge of the driveway.

7.7.4 Commercial tracts with ninety-five feet (95') or less of frontage on a public street shall have no more than one (1) driveway. Commercial tracts with between three hundred twenty feet (320') and ninety-six feet (96') of frontage on a public street shall have no more than two (2) driveways. Commercial tracts with between six hundred feet (600') and three hundred twenty-one feet (321') of frontage on a public street shall have no more than three (3) driveways. Commercial tracts with over six hundred feet (600') of frontage on a public street shall have driveways specially designed and specifically approved by the Department of Public Works.

7.7.5 Non-residential driveway connections to the public street shall be approved and inspected by the City of Missouri City and/or the governing entity.

7.7.6 Driveway radii shall not extend beyond the projection of a property corner to the back of curb.

7.7.7 Driveways shall be installed according to the City of Missouri City Standard Construction Details and Driveway Policy.

7.7.8 Driveways shall be evaluated with respect to signage, landscaping and structures for adequate sight distances.

7.8 **Fire Lanes:**

7.8.1 Fire lane easements shall be created on all multi-family and non-residential tracts. Fire lane easements shall be an all-weather driving surface capable of supporting the imposed loads of fire apparatus and subject to the approval of the Fire Official and the Director of Public Works. All fire lane easements must have access to public access streets.

7.8.2 Fire lanes shall be of an unobstructed width of not less than twenty feet (20'), with adequate turning radius capable of supporting the imposed loads of fire apparatus and shall extend for the minimum length necessary to provide access for emergency vehicles as determined by the Fire Official in accordance with accepted fire safety standards. A ninety (90) degree intersection is acceptable with prior approval of the Fire Official. All fire lanes shall have a minimum vertical clearance of thirteen feet six inches (13' 6").

7.8.3 Fire lanes shall be constructed using the same pavement structural requirements as public pavement. Alternate materials may be used with specific approval from the Department of Public Works.

7.8.4 Fire lanes shall be designed to drain in compliance with the site development requirements.

REQUIRED INSPECTIONS
MISSOURI CITY COMMERCIAL CONSTRUCTION PROCEDURE
REQUIRED INSPECTIONS

JOB ADDRESS MUST BE POSTED AND CLEARLY VISIBLE FROM STREET.

BUILDING PERMIT
Inspections required:

1. Foundation: to be made when trenches excavated, forms erected and all reinforcements installed-PRIOR to pouring concrete.
2. Frame: to be made when roof, all framing, fire blocking, and bracing in place and all pipe, chimneys and vents completed. Structure must be completely dried in (shingled on, doors/windows in, etc) PRIOR to insulating, sheet rocking, and bricking;
3. Ceiling: to be made after all electrical, plumbing, and mechanical have been installed and inspected. At this point, all holes and rated partitions will be covered and sealed. Fire dampers required a function test before cover.
4. Final: to be made when the building is completed and ready for occupancy NOTE: if the structure is in a FLOOD PLAIN, a certification form I is required PRIOR to final inspection. The building address (numbers shall be at least 4 inches in size with color in contrast with the structure) shall be affixed on all structures.

PLUMBING PERMIT:

The Plumbing Contractor must be a Master Plumber licensed by the State of Texas.
Inspections required:

1. Ground: to be made when all under slab piping is completed. Water required on lines, including water service line;
2. Sewer: to be made when all sewer line work completed from under slab to main sewer; (Contact Utility District for inspection)
3. Top Out: to be made when all rough-in work completed – PRIOR to covering. Water required lines and stacks, spring gauge required on gas lines and protection plates required over copper and PVC pipes going through studs.
4. Final: to be made when all fixtures installed, all plumbing work completed and building ready for occupancy. Mercury or spring gauge required on gas lines and inspection plates required behind tub.

GAS TEMPORARY CUT IN PERMIT

Permit released to Centerpoint Energy after ground and top out inspections approved.

ELECTRICAL PERMIT:

The Electrician must be a Master Electrician licensed in Missouri City.

Inspections required:

1. Underground: to be made when underground service work completed – PRIOR to covering
2. Cover: to be made when all rough-in work completed – PRIOR to enclosing walls or concealed spaces;
3. Final: to be made when all fixtures/outlets installed, all electrical work completed and building ready for occupancy.

ELECTRICAL TEMPORARY CUT IN PERMIT:

Permit released to Center Point Energy after cover and service inspections approved.

AIR CONDITIONING PERMIT:

The Air Conditioning Contractor must be licensed by the State of Texas.

Inspections required:

1. Cover: to be made when all duct work and lines installed – PRIOR to covering.
2. Final: to be made when all duct work completed and building ready for occupancy.

CONSTRUCTION PERMIT:

A permit is required for construction, reconstruction, repair or re-grade of any driveway, sidewalk, culvert, pipe, curb, gutter or parking lot within the city or within the City's right-of-way.

The Contractor constructing, reconstructing, repairing, or regarding any driveway, sidewalk, culvert pipe, curb or gutter within the city or the City's right-of-way must be bonded in the amount of $2,000.00.

ALL concrete surfaces are to be inspected **PRIOR TO PLACEMENT.**

Inspections required:

Please use the terms below when requesting your inspection.

1. Approach: part of driveway from street to property line
2. Driveway: remainder of the driveway from the property line up to the building or where parking area would start
3. Parking Lot: parking area or any other paved area
4. Public Walks: the walk that runs parallel to the street
5. Service Walks: the walks on private property
6. Flow Line: made on SAW-CUT approaches the day after approach is poured

SIGN PERMIT:

Permit are required for the installation, modification or addition to any sign whether it be temporary or permanent. This applies to all wall, ground, and canopy signs.

Inspections required:

1. Installation: to be made while sign is being erected or installed
2. Electrical: if sign is electrical, an electrician must be obtain a permit and have the required inspection.

OCCUPANCY INSPECTION:

Inspection required:

1. Final: to be made after building, plumbing, electrical, air conditioning, and final inspections. Occupancy inspection automatically made when these finals are approved.

FIRE PERMIT:

Permits are required for the installation, modification or addition to any of the below listed conditions; All work in Missouri City will comply with the Code of Ordinances of the City, 2003 International Building Code, 2005 NEC, and 2003 International Fire Codes and all referenced standards included.

Fire protection system contractors are required to have a State Fire Marshal License and Missouri City License. (Minimum Inspection Requirements) All fire protection shall be inspected and tested with requirements of applicable NFPA codes.

All contractors installing any of the below systems must complete and submit to the Fire Marshal:

1. Permit application
2. Certificate of Fitness
3. A complete set of plans and specifications, including hydraulic calculations, where applicable. The State Board of Issuance PRIOR to being submitted for review by the City must approve any plans requiring Texas State Board of Insurance approval.

4. All certificates of compliance issued by approved testing agencies and standards organizations.
5. Documentation of what standards the system will be installed under.

Inspection required for:

Underground Fire Mains:

1. Witnessed 2 hour 200 psi hydrostatic test. Backfill of line between couplings (couplings must be visible) is permitted during hydrostatic test. Test certificate required before final approval.

Fire Sprinkler Systems (Includes Fire pump, storage tank, and standpipe system)

1. Witnessed 2 hour 200 psi hydrostatic test before cover.
   a) Flow Test
   b) Dry system trip test
2. Cover: (Inside/overhead) includes all work from building service line entry point to inspectors test valve and includes pressure test. Inspection to be conducted PRIOR to any wall or ceiling cover-up; System to be fully operational and completed;
3. Final: to be made when the building completed and ready for occupancy. all tests must pass and test certificate is required before final approval

Fire Alarm Systems:

* Smoke Dampers require a function test before cover inspection is made.

1. Cover: to be made when all rough-in work completed-PRIOR to covering.
2. Final: to be made when all fixtures installed and building completed and ready for occupancy. Will include complete operational test of system;

Smoke Control System:

* A function test of smoke and fire dampers is required before ceiling cover inspection is made.

1. Cover: to be made when all rough-in work completed-PRIOR to covering.
2. Final: to be made when all fixtures installed and building completed and ready for occupancy. Will include complete operational test of system;

Fixed Fire Extinguishing System:

* Visible inspection of exhaust hood before cover inspection is made.

1. Cover: to be made when all rough-in work completed-PRIOR to covering. (Cooking equipment shall be fully operational before function test is conducted)
2. Final: to be made when all fixtures installed and building completed and ready for occupancy. Will include complete function test of system.

Flammable and Combustible Liquid Permanent Tank:

1. Ground: to be made when all excavation complete-PRIOR to tank setting.

   Includes inspection of excavation, fill material, and tanks;
2. Cover: supply lines require a pressure test and visual.
3. Final: to be made when all fixtures installed, all plumbing work completed

   PRIOR to covering, Site inspection of impounding and pressure test of tank; (Above ground Tank)

The building or structure being inspected shall receive approval of ALL these inspections PRIOR TO OCCUPANCY.
The general contractor and all subcontractors must apply for their own permits and the general contractor is responsible for calling all inspections.

The plans and permits required vary on each project depending on type of construction and occupancy. You may request a preliminary conference to discuss details of your plans prior to submittal for review. We will be more than happy to assist you, but we will not design your project for you. You should obtain copies of the pertinent codes, ordinances, and standards prior to your design of your plans.

Commercial Energy Conservation Requirements

1. Please provide a certified plan review for compliance with IECC 2001 with your permit application documents and plan sets.
2. Certification will require a signed document that shows the name, signature, and ICC commercial plans examiner with registration number or equal.
3. Certification may be signed and sealed by a Texas architect or design professional.
4. Plan review will use D.O.E. COM check – EZ or equal. Software is available from www.energycodes.gov (free of charge)
5. To qualify for a certificate of occupancy, provide copies of cover inspection and final inspection. A third party Certified by an ICC commercial inspector, with date, registration number and signature or equal. Fax transmission is acceptable. Fax # 281-403-8983.

6. An energy inspection will be added to the required list of building permit inspections. The computer system will not allow a building final inspection to be scheduled until an approved energy inspection has been posted in the system.

Building Permit Information

The City of Missouri City requires a Building Permit to be issued for each building project. In addition, separate permits are required for electrical, plumbing, heating, ventilating or air conditioning.

Null and Void: A Building Permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is commenced.

Penalties: Where work for which a permit is required by this Code is started or proceeded prior to obtaining a permit, the fees herein shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this Code in the Execution of the work nor from any other penalties prescribed herein.

Plan-Checking Fee: When the valuation of the proposed construction exceeds $1,000 and a plan review is required to be submitted by 103.2, a plan-checking fee shall be paid to the Building Official at the time of submitting plans and specifications for checking. Said plan-checking fee shall be equal to one-half of the building permit fee as set forth in 103.7.4. Such plan-checking fee is in addition to the building permit fee.

Moving Permit Fee: For the moving of any building or structure, the fee shall be $100.

Demolition Fee: for the demolition of any building or structure, the fee shall be:

- $50 for 0-100,000/cubic feet
- $.50 for each 1,000/cubic feet for buildings 100,000 cubic feet and over

Permit Fees

Total Valuation</CENTER< td>	Fee
$1,000 and less	No fee, unless an inspection is required, in which case a $15 fee for each inspection shall be charged.
$1,001 to $50,000	$15 for the first $1,000 plus $5 for each additional thousand or fraction thereof, to and including $50,000.
$50,001 to $100,000	$260 for the first $50,000 plus $4 for each additional thousand or fraction thereof, to and including $100,000.
$101,000 to $500,000	$460 for the first $100,000 plus $3 for each additional thousand or fraction thereof, to and including $500,000.
$500,000 and up	$1,600 for the first $500,000 plus $2 for each additional thousand or fraction thereof.

Information required for a Building Permit:

1. Job address
2. Legal description (including lot, block and tract)
3. Owner name, mailing address and phone number
4. Contractor name, mailing address and phone number
5. Architect/designer name, mailing address and phone number
6. Engineer name, mailing address and phone number
7. Use of building
8. Class of work (new, addition, alteration, repair or miscellaneous)
9. Type of roof; building height
10. Flood zone (yes or no); slab elevation (slab/lowest floor of the structure in flood prone area shall be certified by a registered engineer or registered public surveyor to be twelve (12) inches above the base flood elevation. A certificate of elevation is to be submitted after the slab is poured.)
11. Describe the type of work you are performing
12. Dollar valuation of work (if construction is new residential, this cost will be the selling price of the house excluding the lot price)
13. Special conditions

Other Information Needed:

1. Type of construction
2. Occupancy class
3. Use zone
4. Number of stories
5. 1st floor (square footage)
6. 2nd floor (square footage)
7. 3rd floor (square footage)
8. Garage (square footage)
9. Total building (square footage)
10. Parking spaces
11. Total paving
12. Lot size
13. Percentage of lot coverage
14. Occupant load

15. Fire sprinkler required (yes or no)
16. Other information

Required Checklists for All New construction:

A. New Construction Requirements Checklist

1. Is the site zoned? (yes or no)
2. Does an architectural overlay zone apply to this site? (yes or no)
3. Has a sub-division plat been approved by the City? (yes or no)
4. Are utilities available? (yes or no)
5. Is a landscaping plan provided? (yes or no)
6. Are required public walks provided? (yes or no)
7. Are engineered plans signed? (yes or no)
8. Have all applicable drainage fees been paid? (yes or no)

B. Technical Requirements Checklist:

1. Are architectural plans provided? (yes or no)
2. Is a site plan provided? (yes or no)
3. Are architectural standards met? (yes or no)
4. Is a foundation plan provided? (yes or no)
5. Are color samples provided? (yes or no)
6. Is an elevation plan provided? (yes or no)
7. Is a perspective provided? (yes or no)
8. Is a plumbing riser diagram provided? (yes or no)
9. is an electrical load analysis provided? (yes or no)
10. Is an electrical diagram provided? (yes or no)
11. Is an HVAC diagram provided? (yes or no)
12. Is a manual J provided? (yes or no)
13. Is a framing plan provided? (yes or no)
14. Are technical specs provided? (yes or no)